

### How to File a Declaration Re: Electronic Filing

Declarations may be filed as an attachment to the original document or as itself under a separate event. Instructions that follow are as a separate event.

1. Select Bankruptcy (Blue menu at the top of the page)
2. Select the category Other from the list.
3. Enter your case number and click Next.
4. From the list of events in the box, select Declaration Re: Electronic Filing. (See below.) Click Next.

ECF

Bankruptcy • Adversary • Query • Reports • Utilities • Logout

Miscellaneous

[02-12345 Sumner C. Leger](#)

Certificate of Service  
Certificate of Service of Notice of Hearing  
Certificate of Vote  
Chapter 11 Notice  
Chapter 13 Agreement  
Connected PDF Document in Re: 1 Day Order  
Creditor Disk  
Declaration Re: Electronic Filing

Next Clear

5. Unless you are filing this with another attorney, click Next.
6. Select your client from the next box and click Next.
7. If there was a problem opening your case the first time and no association between you and your client was created, you will need to check a box here and click Next again. If there was no problem, then no box will appear and this step is unnecessary.
8. Browse and attach your scanned Declaration and Click Next.

9. Place a check mark in the refer to existing events box and Click Next

- 10  
·  
Hi  
gh  
lig  
ht  
all  
th  
e  
ca  
te  
go  
rie  
s  
by  
pl

acing your mouse point on type, hold the left mouse button down and pull the mouse toward you and Click Next.

**ECF** Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?

**Miscellaneous:**

[06-10066 Bart Simpson](#)

Type: bk Chapter: 7 v Office: 1 (Boston)  
Assets: y Judge: WCH

Select the appropriate event(s) to which your event relates:

- ☒ 03/02/2006 Chapter 7 Voluntary Petition All Schedules and Statements, Matrix and Disclosure of Attorney Compensation in the Amount of \$2,000.00 Filing Fee in the Amount of \$274 filed by Bart Simpson. (OC, Mary)
- ☐ 06/06/2006 First Meeting of Creditors scheduled on 07/12/2006 at 11:00 AM at Room 101 U.S. Trustee's Office. Proof of Claim due by 10/10/2006. ( )

Next Clear

**ECF** Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?

**Miscellaneous:**

[06-10066 Bart Simpson](#)

Type: bk Chapter: 7 v Office: 1 (Boston)  
Assets: y Judge: WCH

Docket Text: Modify as Appropriate.

Declaration Re: Electronic Filing (Re: [1] Voluntary Petition (Chapter 7))  
filed by Debtor Bart Simpson (OC, Mary)

Next Clear

11. Place a check mark next to the Voluntary Petition (linking the Declaration to the Petition and Click Next.
12. Modify the text if necessary and Click Next.

13. Review the text and Click Next to complete the filing.

**ECF** Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?

**Miscellaneous:**

[06-10066 Bart Simpson](#)

Type: bk Chapter: 7 v Office: 1 (Boston)  
Assets: y Judge: WCH

Docket Text: Final Text

**Declaration Re: Electronic Filing (Re: [1] Voluntary Petition (Chapter 7)) filed by Debtor Bart Simpson (OC, Mary)**

**Attention!!** Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.